Purpose & Guidelines for the Resident Assistant

The purpose of the Resident Assistant (RA) is to enhance the quality of life in the residence halls while supporting the academic mission of the college for the students in the community. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The RA is more than just a friendly presence; he/she is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

Staff members must be enrolled at Three Rivers College during the semesters while they hold the position. Any additional off –campus and on – campus employment must not exceed nine hours per week, be approved by the Directors of Student Housing, and, must not interfere with RA responsibilities.

Applicants must have a minimum cumulative GPA of 2.5 or higher to apply for and retain their position.

Position Responsibilities

Time commitment and duty

Staff must be available during the week and on weekends (each RA can be away up to two weekends per month). Each Ra will be expected to serve a rotating “on-duty” shift including weekends as determined necessary by the Directors of Student Housing. In addition, each RA will work a total of 10 hours per week at the office desk, which includes performing cleaning duties in the office.

The nature of the position is such that its responsibilities are determined not so much by a time clock or a calendar, but by the needs of residents. Some periods, such as training, opening, and closing will require more time than average. Other responsibilities will arise that cannot always be anticipated and scheduled. In addition, staff is expected to share duty responsibilities over break time when the residence halls remain open (Thanksgiving, Spring Break, MLK weekend, Easter, etc.).

Knowledge, Skills, and Abilities

Applicants must show knowledge of the College and the policies and procedures (information can be found on the Three Rivers College website under Campus Life/On-Campus Housing). Applicants must also have the ability, or show a strong desire, to learn how: to communicate well in group and individual situations, to establish rapport with a wide variety of people, to organize activities to meet specific established goals, and to quickly evaluate crisis situations and respond appropriately.
Expectations

Required Duties and Responsibilities

General:

1. Attend and participate in weekly staff meetings.
2. Assist in the supervision of the resident halls, responding to all request and emergencies during duty hours.
3. Attend and participate in staff training sessions held prior to the beginning of each semester and throughout the year.
4. Be available to residents on a daily basis.
5. Attend all scheduled in-services offered during non-meeting times.
6. Attend all scheduled one-on-one meetings with the Directors.
7. Respond to lockouts, emergency situations, and policy violations. Duty is an ideal time to be visible throughout the residence halls. It provides time to visit with residents and socialize with other RAs.

Community and Student Development:

1. Assist residents in their adjustments to roommate and community living.
2. Plan, implement, and participate in activities that enhance the social, educational, community, and personal development of residents.
3. Actively encourage and promote involvement in resident student programs and activates.
4. Design and construct door decorations that coordinate with the overall theme prior to the beginning of each semester.
5. Assist with Fall and Spring orientations.
6. Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of cultural diversity and individual differences.
7. Respond to all witnessed violations of college policies. Prepare and submit the appropriate report to the Directors of Student Housing within 24 hours.
8. Ensure the timely delivery of crucial information and materials from Student Housing and other College sources to residents.
9. Maintain confidentiality with staff-related matters, including incident documentation, mental health issues and disciplinary status of residents.
10. Conduct regular building rounds daily and during “on-duty” nights and as requested.
11. Conduct check-in and check-out of residents.
12. Monitor physical facilities, assessing use patterns, needed repairs and suggested improvements.
Administrative:

1. Actively inform residents of pertinent academic and College information.
2. Assist, as requested, in the handling of emergency situations (e.g. fire, health, safety).
3. Assist in the opening and closing of residence halls, requiring time prior to the beginning of semester courses and time following the completion of the course.
4. Assess the physical condition of rooms before and after occupancy, preparing and filing the appropriate form with the immediate supervisor in a timely fashion.
5. Interpret and disseminate to the residents information/directives from the Student Housing Office.
6. Report issues and concerns raised by residents to the Directors.
7. Complete all assigned administrative task, such as weekly reports, room inventories, and other material, thoroughly, accurately, and in a timely manner.
8. Assist the students and Directors with periodic room inspections and the proper mid-semester check-in and check-out procedures. All room condition paperwork will be completed by the RA.
9. Complete other duties as assigned.

Programming:

1. Assess needs and interests of housing residents by interacting with all of your assigned residents, and others, on a regular basis.
2. Actively participate in the development of a programming calendar designed to respond to the needs of residents.
3. Initiate programs, activities and community development in the Resident Assistant’s assigned building that addresses the social, recreational, educational, and developmental aspects of the residents’ lives.
4. Consider the needs of a diverse population when developing programs.
5. Role model investment in programming by regularly attending other RAs’ programs.

Student Conduct:

1. Knows, understands and abides by college and state regulations.
2. Communicates polices and the rationale behind them to residents.
3. Establishes behavioral expectations.
4. Works with staff members to promote a responsible living and learning atmosphere in the apartments.
5. Informs the Directors of actual and potential conduct issues/problems.
6. Acts as a positive role model in both academic and personal behavior for other students.
7. This job description is intended to indicate the types of tasks that will be required and should not be construed as declaring what specific duties and responsibilities will be. It is not intended to limit or in any way or modify the right of the Directors to assign and direct work.